

PERSONAL INFORMATION

Viviana Quarto

 via San Massimo 111, 16035 Rapallo (Italy)

 3484945811

 viviana.quarto@libero.it

Sex Female | Date of birth 19 Jan 1987

PREFERRED JOB

Translator and interpreter

WORK EXPERIENCE

07/04/2014–Present

Translator and interpreter

Banca Carige, Genova (Italy)

Translation and interpreting IT <> EN, IT <> FR

Economic and financial texts

Financial statements

Rating agencies reports

Press release

ECB-related documents

01/07/2013–Present

Freelance translator and interpreter

Freelance translator and interpreter for translation agencies, direct clients and companies

Main subjects:

Biology

Medicine

IT

Economics and Finance

Tourist itineraries and art

Marketing and advertising

Environmental issues

12/10/2012–Present

English teacher

ACADEMY School
corso Matteotti 54/5, Rapallo 16035

Teaching English to students of all ages

2014

Translator

Zanichelli

English to Italian translation of "Molecular Biology of the Cell", Alberts - Johnson - Lewis - Raff - Roberts - Walter.

01/11/2011–30/11/2011

Traineeship

ASL4 CHIAVARESE, Lavagna

English > Italian translation of the CHKS standard manual.

25/05/2010–31/12/2010

Traineeship

ASL4 CHIAVARESE, Lavagna

English > Italian translation of the CHKS standard manual.

English <> Italian interpreting upon CHKS inspections.

2009

Translator

Zanichelli

Collaboration with Prof. Rodolfo Quarto for the English to Italian translation of "Molecular Biology of the Cell", Alberts - Johnson - Lewis - Raff - Roberts - Walter.

2008

Translator

Elsevier

English to Italian translation of "Cell Biology", Pollard Thomas D. - Earnshaw William C.

EDUCATION AND TRAINING

17/09/2012–10/02/2013

Master Degree in Medical Translation

CTI Milano, Milan

English

Grade: 95/100

22/11/2011–19/07/2012

Master Degree in Conference Interpreting

Master

Agenzia Formativa TuttoEuropa, Turin

English and French

Grade: 100/100

12/12/2011

Post-graduate Degree in Translation and Interpreting

Università degli Studi di Genova, Genoa

English and Russian

Grade: 110/110 cum laude

2-year course

12/10/2009

Bachelor Degree in Language Mediation

Facoltà di Lingue e Letterature Straniere, Università degli Studi di Genova, Genoa

English, Russian and Spanish

Grade: 110/110 cum laude

3-year course

07/2005 **High School Certificate**

Ministero dell'Istruzione dell'Università e della Ricerca, Rapallo

Classical studies

Grade: 89/100

PERSONAL SKILLS

Mother tongue(s) Italian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	C1
French	C2	C2	C1	C1	B1
Spanish	B1	B1	A2	A2	A2
Russian	B1	B1	B1	B1	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills Excellent written and verbal communication skills
 Confident, articulate, and professional speaking abilities

Organisational / managerial skills Coordinating activities or events
 Excellent common sense, judgment, and decision-making abilities
 Organising time
 Focused, versatile, dependable, multi-task oriented, flexible, positive, emotionally stable, able to adapt effectively to challenging and emergency situations

Computer skills Good computer skills in Microsoft Word, Excel, Access and Power Point.
 CAT tools: Wordfast, Idiom, Passolo, Trados 2007, Studio 2011 and Studio 2014

Other skills Sport: tennis, swimming, squash, volleyball
 Hobbies: reading, painting, walking

Driving licence A1, B

ADDITIONAL INFORMATION

I authorise the processing of my personal data pursuant to the Italian Legislative Decree n° 196/2003